

**AIM:**

For the ongoing and general health and wellbeing of children, the Service strives to implement practices that maintain a high standard of general hygiene. Educators must follow the health, hygiene, nutrition, safety and wellbeing policies of the Service.

**PROCEDURES:**

**Maintaining a Hygienic Environment**

- Educator's will endeavour to maintain a hygienic environment by cleaning surfaces regularly, including the regular cleaning of highchairs, benches, seats, tables, carpets, floors and other surfaces that are used frequently
- Utensils must be washed in hot soapy water or a dishwasher.
- The Family Day Care Premises shall be kept clean and free of vermon.
- Educators will ensure that all tissues and disposable nappies are disposed of immediately after use.
- There will be a suitable container with a lid for waste disposal. This is to be emptied at least once per day.
- The environment must be clean - free from mould and mildew.
- Equipment must be kept in good repair.
- All educators are to complete appropriate Food Safety and Handling Training every three years as per the Food Safety and Food Handling Policy.
- All educators who provide food at the service will be required to complete the additional HAFDC training in Providing Healthy Food, every three years.

**Use of Gloves**

- When cleaning, or otherwise having contact with, bodily fluids (e.g. blood, vomit, urine, faeces etc.), Educators will wear disposable gloves and use disposable cloths.
- Used gloves are to be carefully disposed of so that they cannot be accessed by children or other adults.

**Washing Hands**

- Good hand washing practices are important in limiting the spread of infection. The Service endorses the procedures outlined in "Staying Healthy in Child Care"(Edition 5).
- Facilities: Hand washing facilities should consist of a wash basin, liquid soap dispenser, paper towels or individual hand towels (hand towels should not touch each other to eliminate cross contamination or be shared). Towels should also be washed daily.



- Hands should be washed thoroughly using soap and running water.
- Dry hands with individual hand towel or paper towel.
- Alcohol based hand gels must be labelled and kept out of the reach of children, and **should only be used under normal circumstances when soap and water is not available.**
- It is highly encouraged that children, adults, visitors and educators wash their hands upon entering the FDC service and prior to exiting the FDC Service
- Educators will display the NHMRC 'how to wash hands' poster at each sink where hands are washed.

#### **Adults should always wash hands:**

- Before preparing food or infant formula/bottles
- Before eating or feeding a child
- After toileting yourself or a child
- Before and after changing nappies or children's underwear
- Before and after giving medication or first aid
- After wiping a child's nose, or sneezing or blowing own nose
- After cleaning up faeces or vomit or any bodily fluid
- After handling pets or other animals
- After handling raw food and garbage

#### **Children should wash hands:**

- Before eating
- After going to the toilet, or having their nappy changed
- After touching nose secretions or sores
- After playing outside
- After handling pets or other animals
- After messy play experiences

Hand washing should take place in a separate location to food or drink preparation, rinsing of soiled clothing, or cleaning potty chairs, i.e. kitchen sinks should not be used for hand washing. (A kitchen sink may be used if it has a double sink and it is labelled for Food Preparation and Hand Washing and approved by service.)



### **Children should be taught to wash their hands as a part of the daily routine**

- It is recommended that children be encouraged to learn good hygiene practices. It is recommended that Educators teach children that washing their hands will prevent the spread of germs and illness. Educators are required to carefully supervise children to ensure they develop good hand washing habits. (Using wipes and alcohol based hand gels should only be an alternative to hand washing if there is no access to a sink.)

### **NAPPY CHANGING**

- Nappy changing, toileting and dressing should be conducted in ways that are respectful to children and ensure hygiene is maintained. (approx. every 2 hours is recommended)
- Nappies should be changed frequently to ensure babies' and toddlers' health hygiene and comfort is maintained.
- Educators should use nappy changing as an opportunity to talk and interact with the child.
- Educators should prepare toddlers to change their nappy, asking and explaining why a change of nappy is needed.

### **PROCEDURES FOR NAPPY CHANGING**

- A suitable nappy change area together with a mat that has an impervious washable surface must be provided. (Mats are to be clean, and free from tears, splitting, mould and mildew)
- The nappy changing facilities must be designed, located and maintained so as to prevent unsupervised access by children.
- Hand washing facilities for adults should be in the immediate vicinity of the nappy changing area, or as close as possible.
- The nappy changing facilities must be separated from food preparation facilities and craft preparation facilities.
- Sanitary facilities for the storage of soiled nappies pending laundering or disposal of the nappies must be available.
- Facilities for the storage of clean nappies must be available.
- Children must not be left unattended on a change table.

**Ensure you follow the NHMRC Nappy Change Procedure at all times (refer HAFDC procedures Nappy Change Procedure)**

### **Procedures for cleaning the nappy change table and / or mats**

- After each change, clean the table well with detergent and warm water.
- Cleaning containers must be labelled correctly and kept inaccessible to children.
- Wipe the mat dry.
- Wash your hands.

To ensure consideration is given to protective behaviors when undertaking nappy changes, educators will:

- Show respect to the child they are assisting by explaining what they are doing and how they will do it.
- Ensure other members of the Educator's household or volunteers do not change the nappy of a child in care.

### **Toilet Training & Toileting**

The following hygiene procedures should be followed by Educators when children are learning to use the toilet.

- Ask parents to supply a clean change of clothing.
- Help the child use the toilet.
- Remind all children the importance of Handwashing
- Explain to the child that washing their hands will stop germs that might make them sick or spread to others.
- If using a potty chair, empty the contents into the toilet and wash the potty with detergent or disinfectant after each use. Toilets and potties should be kept clean at all times. Potty chairs **must be kept in the toilet area.**

### **Use a different sink for cleaning potties to that used for hand washing and food preparation.**

- Wash your hands in accordance with the NHMRC and the guidelines.
- Place soiled clothes in a plastic bag for parents to take home at the end of the day and keep out of children's reach.
- To encourage independence for those who are able to use the toilet, toilets should always be freely accessible by children. (eg. step to access if required)

### **Dental Health**

The Service will provide Educators and their families with current information relating to dental care from the recognised authorities. Educators will ensure good dental hygiene practices and promote key messages throughout the routine. This may include encouraging children to swish and swallow water after finishing their



meals, implementing teeth brushing after lunch or using professional childhood services resources provided by Dental Health Services Victoria.

### **Bedding**

The educator must provide all children with their own individual bed that has a washable surface.

The educator will ensure that each child has individual bedding, either supplied by the family or educator. At the end of each day/week the sheets will be washed and returned to individual bags. Bedding must be stored in individual bags ensuring they are not touching other children's bedding to maintain hygienic standards and stop cross infection.

### **Toys and Equipment**

- Toys and equipment will be cleaned regularly and with warm water and detergent when required. Musical instruments that may be played using the child's mouth are to be cleaned after each use.
- Educators will ensure that all toys, dress-up clothes, paint shirts and other materials and resources will be kept clean.
- Recycled items (e.g. toilet rolls for craft activities) which were used, or suspected to have been used, in a non-hygienic environment will not be used. Paper rolls are the best option instead of toilet rolls.

### **Personal Hygiene**

Educators must follow the health, hygiene, nutrition, safety and wellbeing policies of the service, and present themselves in a clean, tidy and professional manner.

### **Bathing**

- Supervision of a child bathing is required by the educator at all times.
- From time to time, it may be necessary for an Educator to bath a child in care. This may be necessary in some care situations, such as overnight care, or for various reasons, such as hot weather or a heavily soiled nappy or after messy play. Information provided by families at the time of enrolment (e.g. privacy, procedures at home and cultural or religious requirements.) will be taken into consideration to meet the needs and wishes of the child.
- On any occasion when children are being bathed, care will be needed to ensure the safety of both the child and the other children who may be present in the home.

- Education and Care will also be necessary to ensure that the dignity of the child being bathed is respected by way of appropriate privacy relative to the child's age. Preventing spread of illness will be a matter for consideration, with children not being bathed together or in the same water.
- Educators will follow child protection principles and also be aware of keeping themselves and their own families protected when attending to the bathing of children.
- No child will be left unattended or in the care of other children or adults while bathing. The age at which it becomes appropriate for children in overnight or evening care to be unattended while bathing or showering will be discussed between Parents, Consultants and Educators and approval sought from the scheme.
- Care will be taken to ensure that the temperature of the bath water is appropriate.
- Individual towels and face washers will be used for children being bathed. Liquid soap will be used.
- Educators will follow recommended back care techniques when bathing children.

#### LEGISLATION AND SOURCES:

Education and Care Services National Law Act  
 Education and Care Services National Regulations  
 Food Act 1990  
 National Quality Standard, Quality Area 2: Children's Health and Safety  
 Workplace Health and Safety Act  
 Public Health and Wellbeing Act 2008  
 Staying Healthy in Child Care (5<sup>th</sup> Edition)  
 Protecting Food from Contamination - Australian Government Department of Health.  
 Dental Health Services Victoria  
<https://www.dhsv.org.au/professionals/early-childhood>

#### REVIEW PROCESS:

Version	Date	Responsible Person
1	February, 2014	Tracey Yeomans
2	March, 2017	Lucinda Stott/ Vicki Carmichael
3	March 2018	Michelle Florimo
4	November 2018	Vicki Carmichael
5	May 2019	Deb Tuckey
6	April 2020	Mara Harding

This policy is the intellectual property of Holistic Approach Family Day Care and is created with consultation of staff and families attending the service.

This policy will be reviewed as required. This policy is available in other languages upon request.